

REQUEST FOR QUALIFICATIONS

To Provide

ARCHITECTURAL AND ENGINEERING SERVICES

For The

**MONO COUNTY JAIL IMPROVEMENT PROJECT:
JAIL NEEDS ASSESSMENT AND ANTICIPATED RENOVATION OF
SHERIFF'S DETENTION FACILITY TO PROVIDE SPACE FOR
RE-ENTRY PROGRAMS AND SERVICES**



Mono County Department of Public Works

On Behalf of the

Mono County Sheriff's Department

Release Date: August 4, 2016

Submission Deadline: 5:00 pm PDT on Wednesday, August 31, 2016

I. Project Intent

The intention of the Mono County Jail Improvement Project (Project) – defined here as the planning, design, funding, and anticipated construction of certain improvements to jail facilities owned and operated by the County of Mono, California (County) – is to allow the Sheriff's Department to better provide a variety of re-entry services when Assembly Bill 109 (AB 109) and other local inmates transition back into the community. The intended construction will give the Sheriff's Department additional and appropriate space for counseling, education, therapy, life-skills and other re-entry programs. The new program areas will need to have extreme flexibility for addressing the service needs of inmates. The services will target factors that are linked to recidivism. The Project must align with the Legislature's approach in the applicable grant-authorizing legislation and with State expectations for how counties handle and process AB 109 Realignment offender populations. The Project design will incorporate any elements needed to meet applicable requirements for protection against sexual abuse in the jail facility, and will also address needs, if any, for pre-trial services and in-person visiting.

With the above intent in mind, the County is first seeking Architecture and Engineering (A/E) services to prepare a current Jail Needs Assessment (or similar evaluation of any needed and recommended modifications and improvements at the existing jail, if authorized by applicable grant terms) (JNA) that evaluates options to meet current and future needs, work with the County to select a preferred option, and potentially develop a preliminary design to be used in the preparation of an application for grant funding from the Board of State and Community Corrections (BSCC). If funding is approved by the BSCC, the A/E consultant would then potentially prepare plans and specifications for construction of the Project. It is crucial to the Project that the consultant selected through this Request for Qualifications (RFQ) be familiar with the BSCC application process and be able to assist the County in the preparation of the proposal and subsequent application.

II. Description of Work

The County is seeking the professional services of an A/E design firm (Firm) with substantial corrections and detention-related design experience in California. The County desires to prepare a current Jail Needs Assessment that evaluates options to meet current and future needs. Options should include a renovation of the existing jail to provide additional space for inmate re-entry programs. It is anticipated that detailed design and construction of a selected jail improvement option will be funded by a BSCC jail construction grant (Grant). The Mono County Jail is located at 25 Bryant Street in Bridgeport, California.

The intent of this RFQ is to select a Firm for the duration of the project, from preparation of the JNA through final Project close-out. The development of a preliminary design and Grant application relies on the selection of a preferred option that is both technically and financially feasible and politically supported. The preparation of final plans and specifications for construction of the Project relies on the success of a Grant award. Therefore, the Project is divided into three scopes of work: Scope A, Scope B, and Scope C. For all responses to this RFQ the qualifications of the Firm to complete Scopes B and C provide necessary selection criteria, however,

implementation of the work in Scope B is contingent upon successful completion of Scope A and the County's satisfaction with the services rendered, as well as the County's selection of an option compatible with proceeding to Scope B. Implementation of the work in Scope C is contingent upon successful completion of Scopes A and B and the County's satisfaction with the services rendered.

Scope A – Jail Needs Assessment

This portion of the Work addresses all work from contract execution through the selection of a preferred option. The updated JNA will include an analysis of the County's jail facility options. The JNA will address jail needs looking out a minimum of five years, and will address the following considerations identified by the Sheriff's Department:

1. Space for inmate re-entry programs and services with audio-visual and connectivity equipment to support counseling, education, therapy and life skills programs which prepare inmates for release back into the community.
2. Ingress and egress for program administrators and specialists, visiting family members and inmates.
3. Inmate receiving and processing, including potential modifications to the sally port.
4. Other space needs, including the existing Emergency Operations Center and Property and Evidence room.
5. Potential upgrades to existing facilities required to meet Grant and architectural and engineering code requirements, including any seismic/structural and Americans with Disabilities Act (ADA)-related modifications.

Scope B – Preliminary Design & Grant Application

If the preferred option is both technically and financially feasible and politically supported, and the County is satisfied with the services rendered in Scope A, the Firm will have the opportunity to contract for and complete a new scope of work for preliminary design and the grant application. This portion of the Work addresses all work from selection of the preferred option through the submittal and completion of a BSCC grant application. Scope B will include preliminary design of the preferred option with cost estimates and all documentation needed for preparation of, or substantial assistance in the preparation of, a BSCC grant funding application on the County's behalf. To the extent applicable, the project is expected to comply with the California Environmental Quality Act during this phase, and related environmental services may be requested from the Firm.

Scope C – Construction Plans, Specifications, and Services

If the Grant proposal and application is accepted; the County is awarded an adequate Grant; and the County is satisfied with the services rendered in Scopes A and B, the Firm will have the opportunity to contract for and complete a new scope of work for implementing the final design and construction phase of the Project. This portion of the work will include professional architectural and engineering services, ultimately through construction and final Project and Grant Close-out.

The requested A/E services may include some or all of the following work phases:

- Jail Needs Assessment
- Preliminary Design & Cost Estimates
- Grant Application

- Programming Management
- Environmental
- Design
- Construction Documents
- Bidding and Procurement
- Construction Management
- Project and Grant Close-out

Any contract resulting from this solicitation will be administered by the Mono County Department of Public Works in conjunction with the Sheriff's Department.

III. Scope of Professional Services

The County anticipates that the retained Firm will provide A/E services based on its experience in county corrections and detention facility design, and will be capable of program verification; continuous cost analysis; design and documentation in compliance with Titles 15, 19 and 24 of the California Code of Regulations (CCR); special consultation; and construction administration.

The Firm shall begin work on the Project by presenting a management work plan to the County, describing key activities and tasks it will undertake to provide an effective, professional, and open relationship with the County. Basic criteria for selection of the Firm will be its proven experience in managing design within the constraint of public works-type processes as well as experience in designing this type of facility and familiarity and experience with the BSCC Grant program.

If awarded, a State grant will require review submittals at specific stages. The State agencies likely to be involved include, but are not limited to, BSCC, the State Public Works Board (SPWB), the State Department of Finance (DOF), the State Department of General Services, and the State Fire Marshal (SFM). At each submittal stage, plans will need to be submitted for review and approval by BSCC and SPWB. In-person meetings may also be required. At each submittal stage, written responses are sent to the County, usually within 30 days. The Firm will have primary responsibility for providing the appropriate plans and specifications at each submittal stage required in the Grant and will participate in reviews.

It is intended that the selected Firm will be the single point of contact for the design of the Project. The Firm will hold any and all other contracts necessary to meet the needs of the Project and be responsible for the performance of all its contracted consultants.

The scope of services is expected to include (but may not be limited to):

1. A Jail Needs Assessment including an analysis of facility options, of which one of the options is the renovation of the existing jail to provide re-entry programming space.
2. Standard architectural services, performance and coordination of structural, mechanical, electrical, plumbing, physical and electronic security system design, civil engineering services, geotechnical services, landscape architectural services and construction management.

3. Background research: Review existing data, reports, plans and other information regarding the site and perform field investigations as necessary to become familiar with the site and identify any further design or other services necessary to the Project.
4. Space analyses and code requirements for the intended use.
5. Site development planning including accurately assessing the existing conditions of the site, conceptual site plans and site circulation analysis for security and safety, code requirements, fire and life safety standards.
6. Preparation of architectural and engineering plans, specifications, and estimates including all major elements of the buildings, systems, machinery, equipment, structures, instrumentation systems, and security systems for a substantial remodel of and potential new construction at the Mono County Jail.
7. Cost analyses starting at the conceptual level of the project through design and contract documents, including life cycle cost analyses throughout the project.
8. Preparation of, or substantial assistance in the preparation of, a grant application on the County's behalf to secure BSCC funding for the Project.
9. Coordination with the County throughout the Project.
10. Establishing, with the County's input and approval, a project budget, and provision of value engineering at all phases.
11. Assisting the County in its advertisement and receipt of public construction bids.
12. Advising the County regarding the compliance of the bids with the County's budget, and assisting County personnel in selecting a qualified contractor, or re-bidding as may be required, if costs exceed budget.
13. Assisting the County through construction and final Project and Grant Close-out.

Responding firms are informed that at least portions of the Project contemplated in this RFQ will constitute a "public work" as defined in California *Labor Code* section 1720 *et seq.* To that extent, California's prevailing wage laws and related labor standards will apply. The general prevailing rate of per diem wages applicable to each class of worker employed in the execution of such services and work has been determined by the Director of the California Department of Industrial Relations (Director). Copies of the Director's determinations are on file at the Mono County Department of Public Works office at 74 North School Street, Bridgeport, California, and shall be made available to any interested party upon request.

Under *Labor Code* section 1725.5, no contractor or subcontractor may be awarded a contract for a public works project unless registered with the Department of Industrial Relations. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

IV. Response Requirements

Qualified Architectural and Engineering firms are invited to submit Statements of Qualifications (SOQ) relevant to the work. Thorough and concise submittals are encouraged. Each SOQ should address the elements specified in the RFQ, and be presented in the following format:

1. Cover Letter

Introduce your Firm and include a statement of your interest in and understanding of the work. Clearly indicate a commitment to promptly start the work when requested when and if a contract is awarded. Provide the Firm's mailing address, telephone number, and the name and contact information of an individual to whom all further correspondence and questions may be addressed. The letter shall be signed by an individual with the authority to bind the Firm to provide the proposed services.

2. Background Information

Provide a brief history of the Firm, its legal organization (corporation, partnership, etc.), years in business, number of staff, organizational chart, and the number of years of service for executive management.

3. Project Team

The qualifications of the Firm and of each of the key individuals who will be working on the project (Project Team). Include an organizational chart of the project team. Provide a resume of each member of the Project Team with the following information:

- Name
- Office location
- Years of service with the Firm
- Education
- Professional experience
- Pertinent experience
- Availability

Also include a list of similar projects completed by all members of the Project Team. Particular emphasis should be placed on projects relevant to new construction of and/or substantial internal remodeling or improvements to corrections and detention facilities in California.

4. County Detention Facility Experience

Clearly indicate the Firm's and Project Team's overall experience in county detention and social service facilities. List relevant projects completed by the Firm including the three most recent detention facilities designed, completed or under construction which best represent a similar scope as the Mono County Jail Improvement Project. Highlight any additional experience with BSCC grant or California State funded projects. Detail involvement with the grant application process if relevant. For each project include:

- Name and location
- Scope
- Total square footage
- Completion date

- Completed construction cost
- Construction budget
- Change order contingency budgeted and percentage used
- Sustainability and environmental criteria
- Client contact information
- Construction contractor contact information
- Construction delivery method
- Funding source
- Special features and challenges of the project

5. Sub-consultants

Identify any and all consultants proposed for this Project. Include the type of service and role the consultant is anticipated having in this Project. The County reserves the right to qualify, accept or reject any proposed sub-consultants.

6. Project Management Plan

Describe your Firm's approach to Scope A. Specifically identify in the work plan:

- The technical approach and methodology to be used to prepare a JNA or similar qualifying document in compliance with any applicable regulations and grant requirements.

Describe your Firm's approach to Scope B. Specifically identify in the work plan:

- The technical approach and methodology to be used to provide a preliminary design and cost estimate for the jail improvements.
- Identify how the preliminary design will be done to ensure compliance with AB 109 and related legislation and regulation, and to strengthen the County's BSCC grant proposal application.

Describe your Firm's approach to Scope C. Specifically identify in the work plan:

- How your Firm's approach to staffing and design maximize cost efficiency during the design process and the life of the Project.
- The Firm's current and projected workload and the availability of the Project Team.
- A comparative analysis of the Pros and Cons of a Design-and-Build versus a Design-Bid-Build project delivery method for this type of project in Bridgeport, California.
- Any other pertinent information including any creative or unique aspects that may be employed in the design of this Project, including, but not limited to, any suggested additions or modifications to the proposed scope of design and construction that would, in your firm's opinion, best assist in meeting the County's intent in connection with this Project.

7. Fee Schedule

Responding Firms should transmit a proposed fee schedule. The County reserves the right to negotiate fees before awarding a contract.

8. References

A minimum of three references for whom your firm has previously performed similar work, including company name, reference name, title, address, phone number, email address, and a short description of the associated work performed, including, with respect to each reference, a description of cost escalations or overruns (if any) and a description of your firm's compliance with all project schedules and deadlines.

9. Conflict of Interest Disclosures

Disclose any financial, business or other relationship with the County or any of its agents or employees that may have an impact on the outcome of the selection process.

V. General Information

1. Submittal

Submit five (5) hard copies and one (1) electronic (CD or flash drive) copy of the SOQ. Each hard copy shall be bound in an 8 ½ x 11 format and addressed to:

Peter Chapman, Project Manager
Mono County Department of Public Works
PO Box 457
74 North School Street
Bridgeport, CA 93517
pchapman@mono.ca.gov

To be considered, the Firm's SOQ must be submitted to Mono County Department of Public Works by

5:00 pm on Wednesday, August 31, 2016.

Submittals received after the specified time will not be considered. Responding firms should be aware that, due to its remote location, overnight delivery to Bridgeport by USPS, UPS, FedEx, and other carriers is actually scheduled as a two-day delivery.

2. Modification or Withdrawal of Submittals

Any SOQ received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the consultant prior to the submittal deadline.

3. Small Firms

Consistent with *Government Code* section 4526, the County seeks to include small business firms whenever possible. Small business firms are encouraged to submit an SOQ directly or as a subconsultant.

4. Property Rights

SOQs received become the property of the County and all rights to the contents therein become those of the County.

5. Confidentiality

Before award of the contract, if any, all submittals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or, if not awarded, after rejection of all submittals), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the submittals confidential will be regarded as ineffective and will be disregarded.

6. Amendments to Request for Qualifications

The County reserves the right to amend this RFQ by addendum before the final submittal date.

7. Prohibited Practices and Conflicts of Interest

Practices that might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration are specifically prohibited in this RFQ process. County employees must avoid conflicts of interest in the selection process and in connection with this RFQ to the extent required by law.

8. Non-Commitment

This RFQ does not commit the County to award a contract, to pay any costs incurred in preparation of a response to this RFQ, or to procure or contract for services. The County reserves the right to accept or reject any or all submittals received as a result of this RFQ, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the RFQ if it is in the best interests of the County to do so.

VI. Selection Process

A selection panel (Panel) will be formed by representatives from the Sheriff's Department and the Department of Public Works. The Panel will review the SOQs. All submitted SOQs will be evaluated and ranked according to the criteria outlined below. The top two firms will constitute the short list and all firms will be notified of the short list. If a selection between the top two firms cannot be made by evaluation of the submitted SOQs then the County will conduct interviews of the short listed firms.

Evaluation Criteria:

- A. The Project Team's overall experience with State-funded county correctional facility projects (25%).
- B. The Project Team's familiarity with the BSCC's process for RFP proposals and applications, including reference to prior similar RFP responses (25%).
- C. Qualifications of Personnel including their overall and recent experience on projects similar to the Mono County jail improvement project (25%).
- D. The Project Management Plan (25%).

The County reserves the right to reject any or all submittals or to waive any informality or irregularity in any submittal.

If an agreement is reached following negotiation of the contract terms, a contract with the successful consultant will be recommended for award by the Mono County Chief Administrative Officer or the Mono County Board of Supervisors (depending on contract value). The prospective consultant(s) is/are notified that, should this RFQ result in a recommendation for an award of contract, no contract will be in force until it is approved and fully executed by the County and the consultant.

The awarded contract, if any, will contain the consultant's schedule of fees, as well as a basis for reimbursement of costs (if applicable). The County reserves all rights in connection with the negotiation and approval of contract provisions.

If a contract is authorized and executed by the County, it is the County's intent to have the selected consultant begin work as soon as possible thereafter. Payment under any contract resulting from this RFQ will be consistent with that contract. Any contract awarded as a result of this RFQ will be awarded without discrimination based on race, color, religion, sex, sexual orientation, national origin, or membership in any other protected class as defined by state or federal law.

VII. Contact:

All inquiries on this RFQ are to be directed to:

Peter Chapman, Project Manager
Mono County Department of Public Works
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